

TPA ADDRESS INFORMATION

Introduction

This section of the document will explain how an authorized user can view the address information on a TPA account and modify it when necessary. You will also be able to modify your preferred email address for communication here. A TPA account can have up to four different types of addresses and they are: Headquarters, Mailing, Wage & Separation and Benefits Charge. The addresses provided for each type will be used as the mailing address for correspondences related to the address type.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the instructions in the section 'Logging In'.
2. Click on the link 'Account Maintenance'. The Account maintenance home page will appear.
3. Click on 'Address Information' to view /modify the address on the TPA account. The page shown below will appear.
NOTE: If you wish to view the address history associated with the account, click on the link 'View TPA Address History'.

The screenshot shows the 'Third Party Administrator' interface. On the left is a navigation menu with options like 'TPA Home', 'Account Maintenance', 'Address Information', 'Employment and Wage Detail Reporting', 'Payment Information', 'Searches', and 'User Maintenance'. The 'Address Information' section is active, showing 'TPA ID: 100' and 'TPA Name: XXXX'. Below this is a table with columns: Address Type, Address, City, State, Zip Code, and Employer/TPA. The table lists four address types: Headquarters, Mailing, Wage and Separation, and Benefits Charge. The 'Mailing' address is populated with '19 Staniford Street', 'Boston', 'MA', '02135', and 'XXXX'. Callouts point to various links: 'Click here to view /update this address type.' points to the 'Address Information' header; 'Click here to view history.' points to the 'View TPA Address History' link; and 'Click here to change your email address.' points to the 'Update Email Preference' link.

Address Type	Address	City	State	Zip Code	Employer/TPA
Headquarters					
Mailing	19 Staniford Street	Boston	MA	02135	XXXX
Wage and Separation					
Benefits Charge					

[View TPA Address History](#)
[Update Email Preference](#)

4. **Changing address:** On the screen shown above, click on the address type (for example: 'Mailing') to view/modify the address. The following page will appear. Upon completion of your changes, click on 'Save'.

Change Password Logoff		* Indicates Required Field	
TPA Home Account Maintenance Account Profile Address Information Employment and Wage Detail Reporting Payment Information Searches User Maintenance	Third Party Administrator TPA ID: 100 TPA Name: XXXX		
	Modify Address Enter address information below and click 'Save'.		
	Address Type: Mailing		
	Attention: <input type="text"/>		
	Address Line 1: <input type="text"/> *		
	Address Line 2: <input type="text"/>		
	City: Boston *		
	State: <input type="text"/> MA - Massachusetts		
	Zip Code: <input type="text"/> 02135		
	Country: <input type="text"/> US - United States Of America *		
Phone: <input type="text"/> 6170000000 ext: <input type="text"/>			
Fax: <input type="text"/>			
Email: <input type="text"/> zz@detma.org			
<input type="button" value="Previous"/> <input type="button" value="Save"/>			

The email address here is used only as secondary information. You primary email will be used for sending all email communications.

You will be asked to confirm the address change. Confirm by clicking on 'Submit'. The address change is complete.

- Changing email address:** Click on the link 'Update Email Preference' shown in step 4. The following page will appear. Enter your contact email and click 'Submit' to update your changes.

Change Password Logoff	
TPA Home Account Maintenance Account Profile Address Information Employment and Wage Detail Reporting Payment Information Searches User Maintenance	Third Party Administrator TPA ID: 100 TPA Name: XXXX
	Email Preference Enter your contact email address. This address will serve as your main point of contact for all communication with this Agency.
	Contact Email: <input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>